

COMMITTEE BYLAWS

FORMATION

The Commission may establish standing or ad hoc committees at its discretion, define their area of operation and concern, and establish rules of operation.

PURPOSE AND SCOPE OF AUTHORITY

The purpose and scope of authority of committees shall be decided by the Commission either at the time the committee is formed or at the annual reconstitution of committees.

A committee may act within the delegated authority without further approval by the Commission. However, any committee activity which implies action by the Commission or is outside the delegated authority must have Commission approval.

A statement of every committee's delineation of function and purpose shall be on file with the Commission. Women's issues can be brought by members of the Commission or members of the community at large to appropriate standing committees. The appropriate committee has the responsibility for review and development of issues.

FUNCTIONS

Committees shall perform the following functions within their purpose:

1. Identification of areas of concern to women; formulation of a statement of the major problems and barriers; examination of the authority of the Commission to effectuate change; and recommendations for action.
2. In depth investigation of issues under consideration by or brought to the Commission through gathering and organizing information.
3. In depth consideration of a single problem including examination of alternative solutions and implementation, evaluation, and monitoring of procedures to alleviate the problem.

MEMBERSHIP

Each committee will be comprised of Commissioners and resources from the community as deemed necessary. Commissioners shall be appointed to committees annually and ratified by the Commission. A list of community members shall be provided to the Commission.

Commissioners serving on the committee will develop a description of the kinds of community expertise needed on the committee if necessary. Wherever possible, committee Chairs are encouraged to develop a list of committee members' expertise for use as a Commission resource.

COMMITTEE ABSENCES

Unexcused absences by Commissioners from more than twenty-five percent of the committee meetings during any twelve-month period shall constitute automatic resignation from the committee. Staff will appraise Commissioners before the absences reach the twenty-five percent level. Every Commissioner shall serve on at least one committee. Wherever possible, committees shall have representation from each Supervisorial District.

CHAIR

The Chair of each committee must be a Commissioner. The Vice-Chair of a committee could be a non-Commissioner, except for the Executive Committee, Nominating Committee, and ad hoc Awards Luncheon Committee, whose members consist of Commissioners only. The President of the Commission will designate the Chair and the Vice-Chair of a committee.

THE CHAIR SHALL:

1. Convene meetings at a time and place of her choice and direct staff to notify committee members.
2. Set agendas.
3. Report to Commission on activities of committee.
4. Provide staff with a list of committee members.
5. The Chair of each committee shall give the President of the Commission a list of respective committee members. The President shall then send each committee member an official notification of their membership.
6. The Chair of each committee shall give the Commission a written annual report.

MEETINGS

Except for the Nominating Committee and ad hoc committees, committees shall meet at least four times a year.

When a Committee Chair fails to convene a committee at least quarterly, except for the Nominating Committee and ad hoc committees, the President of the Commission shall review the committee to assure that it has a viable function and, if it does, shall name a new Committee Chair.

The Commission's June meeting, end of fiscal year, is set for the Committee Presentation. Each committee, along with the community committee members, will present its activities/accomplishments. Each committee will submit a written annual report.

MINUTES

Minutes shall be taken by committee members. Before distribution, the minutes will be sent to the Chairperson for review. All correspondence shall go over the signature of the committee chair. Committee minutes shall be filed with staff and oral reports will be given by Committee Chairs. A written annual report will be submitted to the Commission.

Committees shall be disbanded when they do not perform a viable function.

Updated on:

April 11, 2005
November 10, 2008